

## **Application for Certified Copy of Marriage Records**

Use this application only if the marriage license was obtained from the **Town of Islip**.

## The fee is \$10.00 per copy.

Checks or Money Orders may be made payable to: Islip Town Clerk

#### Mail application to:

Islip Town Clerk 655 Main Street Islip, NY 11751

Attn: Marriage Records

### **Identification Requirements:**

Application **must** be submitted with a copy of one (1) of the following forms of valid photo-ID:

- VALID Driver license or State Issued Non-Driver Photo-ID Card
- VALID Passport

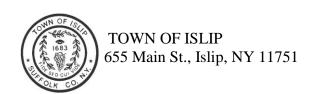
### Who is Eligible to Obtain a Copy of the Marriage Record:

- Only the Bride/Groom/Spouse listed on the marriage record may obtain a copy.
- If you are not the bride, groom or spouse named on the marriage certificate, then you must submit with this application a copy of documentation establishing a judicial or other proper purpose
  - O If the applicant is not the bride, groom or spouse, a judicial or other proper purpose must be documented. An example of a judicial or other proper purpose would be a marriage record needed by the applicant to claim a benefit. Documentation would consist of a copy of a court order or an official letter verifying that a copy of the requested marriage record is required from the applicant in order to process a claim.
- If delivery is to a P.O. Box or to a third party you must submit, with this application, a
  notarized statement signed by the bride, groom or spouse, accompanied by a copy of
  his/her driver's license
- Do not use this application for genealogy requests.

#### **Processing Time:**

Applications should be processed the same day or next day after the request is received by this office. For faster processing, you may overnight the request to our office, and/or include a pre-paid envelope with your application to return the record to you.

<sup>\*</sup>If you are unsure where the license was obtained, please visit the New York State Department of Health's website at http://www.health.ny.gov/vital\_records/marriage.htm. For all licenses issued by the New York City Clerk, you may visit <a href="www.cityclerk.nyc.gov">www.cityclerk.nyc.gov</a>. Each website will direct you how to obtain a marriage record.



per copy

# **Application to Town Clerk for Certified Copy of Marriage Record**

Groom/Bride/Spouse 1	Bride/Groom/Spouse 2
Name (as recorded on the marriage license):	Name (as recorded on the marriage license):
Birth Name/Maiden Name (if different):	Birth Name/Maiden Name (if different):
Date of Birth:	Date of Birth:
Town/City of Residence (at time of application):	Town/City of Residence (at time of application):
Ceremony Information	
Date of Marriage, or Period Covered by Search:	
, 	
Town/City where ceremony was performed:	
Current Information	
Relationship to person whose record is required:	
If self, state "SELF"	
Purpose for which record is required:	
Your Current Name:	
Contact Telephone Number:	
Your Current Address:	
Address where record should be mailed to:	
(if different than current address)	at more than a strain and
*If record is being sent to a third party or PO Box, request must be notarized.	
Signature of Applicant:	Date:
***Include copy of photo identification (as outlined on first page) and check/money order for \$10.00	